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6 DEC 1957

MEMORANDUM FOR: Chief, Management Staff
THROUGH: Deputy Director for Intelligence
SUBJECT: Revision of Foreign Documents Division Organization

1. This Office considers that a change in the Foreign Documents Division organizational staffing pattern is necessary at this time. We have, therefore, prepared and attach herewith the following papers:

a. Charts illustrating the current internal organization in FDD (Tab A) and the proposed organization (Tab B).

b. A listing of changes (Tab C) by position in the table of organization.

c. Justification for the proposed changes (Tab D).

d. Proposed job descriptions (Tab E).

e. Additional cost of this revision is estimated at Funds are available in the Office of Operations for this purpose.

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3. The majority of professional positions in FDD now carry a classification title of Foreign Documents Officer. We feel now that this title is insufficiently descriptive and limiting and desire that this title be changed to Intelligence Officer (Foreign Documents). This is reflected in Tab C.

4. It is requested that you approve the proposed changes as contained in Tab C.

SIGNED: GEORGE C. CAREY

GEORGE C. CAREY
Assistant Director for Operations

Attachments:
Tabs A through E

Rewritten 5 December 1957

FDD/00:JJ Bagnall

Distribution:

Approved For Release 2003/01/30 : CIA-RDP81-00706R000200070003-7

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